MOHAMMED FAISAL MACHINCHERY

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OBJECTIVE:

To utilize my entire capacity and knowledge in a progressive manner where it can result in positive outcomes and to develop myself along with a dynamic organization that values modern concepts.

ACADEMIC QUALIFICATIONS

- Diploma in Hotel Management - Kerala, India
- Higher Secondary Certificate from the Department of General Education, Kerala, India
- Secondary School Leaving Certificate from the Department of General Education, Kerala, India

COMPUTER TECHNICAL QUALIFICATIONS

- Diploma in Computer Applications (Dos, MS Windows, MS Word, MS Excel, MS PowerPoint)

TECHNICAL QUALIFICATIONS

- UAE Driving License

WORK EXPERIENCE

- Flair for Store Management and Administration with **10** years' experience which has molded me to Analyze, Perceive, and Deliver the best results in any challenging opportunities entrusted to me.

PROFESSIONAL SKILLS

- Superior in customer service.
- Ability to plan and prioritize work activities effectively.
- Ability to work independently in accordance with defined process.
- Flexible attitude and team player.
- Ability to accept challenging tasks.
- 24 Hrs availability on duty incase emergency
- UAE driving license
- Problem solver with good commonsense.
- Hospitality and Industry experience.
- Excellent Computer skills.

EMPLOYMENT PROFILE

A) JAN 2017 TO OCT 2023 as Store Administrator in LG STORE, TIRUR, KERALA, INDIA

- Documentation of all incoming/outgoing transactions.
- Ensures the inventory and stock records are timely and accurately updated in the applied system and other records.

- Keep track of minimum inventory and stock counts for the day.
- Make a purchase requisition form according to plan.
- Make goods purchasing and issue procedures.
- Follow up the goods receipt process, speed up purchasing, buy raw materials to ensure warehouse performance, and provide essential materials for the production process.

B) JAN 2015 TO NOV 2016 as a STORE MANAGER AND PURCHASER at LOGON COMPUTER SOLUTIONS, ABU DHABI, UAE

- Research and evaluate potential suppliers, negotiate contracts, and establish terms and conditions.
- Compare and analyze supplier offers and select the best suppliers based on quality, price, and reliability.
- Maintain and update a database of approved suppliers and their product offerings.
- Track and manage purchase orders to ensure timely delivery and receipt of goods or services.
- Monitor and report on supplier performance, addressing any issues or concerns as needed.
- Monitor inventory levels and reorder stock as necessary to avoid shortages.
- Perform regular inventory audits to identify discrepancies and implement corrective measures.
- Ensure the security and safety of stored items by following storage and safety procedures.
- Coordinate with other departments to fulfill their material or product requests.
- Manage the disposal of obsolete or expired items in compliance with company policies.
- Work closely with finance and accounting teams to reconcile invoices and resolve discrepancies.
- Comply with all relevant safety regulations and standards.
- Continuously seek opportunities to improve procurement processes and cost-efficiency.
- Monitor and support the store keepers to ensure the efficiency.

C) FEB 2011 TO DEC 2014 as a STORE KEEPER & PURCHASER at GTECH ADVANCED SYSTEMS LLC, FUJAIRAH, DIBBA & ABU DHABI - UAE

- Prepares Purchase Orders according to stock levels and sales requirement.
- Documentation of all incoming/outgoing transactions.
- Receive and inspect incoming shipments of goods or materials to verify quality and quantity against invoices or packing lists.
- Properly label and store items in an organized manner to facilitate easy retrieval.
- Maintain accurate records of inventory levels and update inventory systems or databases.
- Coordinate with other departments to fulfill their material or product requests.
- Work closely with finance and accounting teams to reconcile invoices and resolve discrepancies.
- Assist in conducting regular stock counts and reconciliation.
- Keep the storage area clean and well-maintained.

PERSONAL PROFILE

Nationality	:	Indian
Year of Birth	:	1984
Languages Known	:	English, Arabic, Hindi and Tamil
Visa Status	:	Visit